

AGPS ARCHIVE

Archive Facts

The AGPS archive is an annual process which usually takes place during the month of October. Part of the preparation for the archive process is for the agencies to identify the reference data that needs to be archived (set status to 9) and identify orders that should not be archived. When an order is entered into AGPS, the Archive Flag defaults to 'Y'. To have the Archive Flag changed to 'N', a request must be made through the ISIS Help Desk (AGPS). Documents are archived in the following order:

1. Orders
2. Contracts
3. Requisitions
4. Solicitations
5. Reference Tables

Accessing the Archive Tables using Infomaker

The archive process will create counterparts of each of the production tables being archived. You can access archive tables through InfoMaker in much the same way as you access regular AGPS production tables through Infomaker.

In order to accommodate AGPS re-using document numbers, it was necessary to add the FISCAL YEAR HIST field to the archive tables. It is always the first field in the Table Window. This field only exists in the archive tables and is not found in production. The FISCAL YEAR HIST field was written as 1996 for all records archived through the October 1997 archive. All records archived on 10/25/98 and thereafter contain the four character year of the order. In other words, a FY 97 order archived on 10/25/98 will display 1997 in the FISCAL YEAR HIST field. If a mistake was made when entering the order and the FY of the order was entered as 58, the FISCAL YEAR HIST field will contain 1958.

WHERE Statements: It is recommended, but not required, to use the FISCAL YEAR HIST field as part of the WHERE statement when retrieving records from the archive tables. Because the AGPS purchase order numbers have started over more than once, if the FISCAL YEAR HIST field is not used, you may retrieve multiple orders with the same number.

JOINS: Because we re-use document numbers in AGPS, it is necessary to join the Archive Tables by the FISCAL YEAR HIST field. By using the FISCAL YEAR HIST join, you are assured of retrieving the correct records for the order. For instance, an order is made up of the ORDR, OLIN and OACG tables. These tables should be joined first by FISCAL YEAR HIST, and then by ORDER NUMBER. An archive table may be joined with other archive tables, AGPS production tables, or AFS production tables to access additional information for your reports. If joining archive tables to production tables, the join for FISCAL YEAR HIST is not possible because that field does not exist in the production tables, join the tables on another column.

When records are archived, the names of the archive tables will appear in the "Select Tables" window in InfoMaker along with the names of all AGPS, CFMS, and AFS production tables. You will simply select the name of the table you wish to access. In InfoMaker, these archive tables are named EDADBA.ARCHXXXX where XXXX is the table name. For example, the archive table for the KONT table is named EDADBA.ARCHKONT.

Order Archive Criteria

An order must meet the following criteria to be archived:

Fiscal Year of the order <= Fiscal Year being archived

Archive Flag on ORD5 = 'Y'

If an order meets the above criteria for archiving, all related records tied to those orders will also be archived, including change order, receipt, invoice, payment, approval, and history records. Data from the following tables will be archived:

ADET	BAUD	HDET	HIST	MPAC	MPIP	OACG	OAMT	OCAC
OCHG	OCLN	OCMD	OCTX	OILN	OINV	OLIN	OMOD	ONTE
OPAG	OPAY	OPLN	OQTY	ORDR	OREC	ORLN	OVTX	PAPL
PAPV	PHLD	VAWD						

AGPS Contract Archive Criteria

A contract may be selected only when there are no order records remaining in the system for that contract, and the contract expiration date is less than or equal to the last day of the fiscal year being archived. In addition, if the contract resulted from a requisition, all other contracts related to that requisition must also meet the criteria, or no contracts related to that requisition will be selected. Once a contract is selected for archiving, all related records tied to that contract will also be archived, including any approval, and history records. **No CFMS contracts are currently being archived.** The following tables will be archived:

KCHG	KLIN	KONT	KDES	KCTX	KLFY	KLPC	KLUM	KMOD
KNOA	KNTE	KOFY	KVCH	KVTX	KVDL	KCIL	KCLU	KDEC
KLCT	PAPV	HDET	HIST					

Requisition Archive Criteria

A requisition may be selected only when there are no order or contract records remaining in the system for that requisition, and the requisition's fiscal year is less than the fiscal year being archived. In addition, if the requisition is attached to a solicitation to which other requisitions are also attached, then the other requisitions attached to that solicitation must also meet the criteria, or none of the attached requisitions will be selected. Also, no open requisitions for continuing appropriation funds will be selected. Once a requisition is selected for archiving, all related records tied to that requisition will also be archived, including any approval, and history records. The following tables will be archived:

RACG	RLTX	RLIN	RQSN	RMOD	RTXL	RTXT	RNTE	SRQN
PAPV	HDET	HIST						

Solicitation Archive Criteria

A solicitation may be archived only when there are no requisition records remaining in the system for that solicitation (no requisitions on SRQN), and the solicitation set up date (date created) is less than or equal to the last day of the fiscal year being archived. Once a solicitation is selected for archiving, all related records tied to that solicitation will also be archived, including any approval, and history records. The following tables will be archived:

SDOC	SNTE	STXT	STXL	SVEN	SVTX	RVEN	RVTX	SAMD
SATX	SATT	VBID	PAPV	HDET	HIST			

Reference Tables Archive Criteria (Agency, Commodity, and Text)

When the archive process takes place, the programs will look for agency records that have been set to a status of '9'. The purge status can be set by the agency on records such as AADR (sub-agency address table), ABUY (agency buyer table), and BAPV (agency approver table) to indicate records that are no longer valid. When the archive process takes place, a check will be made to make sure the agency records set to purge status are not on any documents, and if not, will be archived.

Once agency numbers, commodity numbers, and text reference numbers are selected for archiving, all related records will also be archived. The following AGPS tables will be archived:

AACG	AGCY	AAADR	AHST	ASUM	ADET	ABUY	ANOA	ASDT
AGRP	AOBJ	ACAD	BAAP	BAPV	COMM	CSPC	CUOM	CKWD
CGEO	CSVN	CASV	COBJ	CAGY	CPUR	CSUB	CAIN	CASA
CATX	TEXT	TXLN						